



MICHIGAN DEPARTMENT OF ENVIRONMENT, GREAT LAKES, AND ENERGY

## Data Review Request

Project Name:			
Location ID:		Activity:	
Dept / Division / District:		Location Code:	
State Project Manager:		Sub Location Code:	
State Project Mgr Email:			Sample Collector:
CC Email 1:			Sample Collector Phone:
CC Email 2:			Contract Firm Primary Contact:
CC Email 3:			Primary Contact Phone:
			<b>*Rush Turnaround Request</b> Days:            Appr By:
<b>*Project Turnaround Time other than standard (15 business days) must be pre-approved and scheduled with a Laboratory Manager. Details on Page 2.</b>			

All Data Review Request MUST be accompanied by the appropriate Raw Data.

This includes all QC Data, Methodology, Chromatograms, Mass Spectra, Calibration Curves, Calculations, and Analytical Results.

Lab Use Only	Data Package Description	Comments
1		
2		
3		
4		
5		
6		
7		
8		
9		
10		

Type of Inorganic Review Requested:

Type of Organic Review Requested:

Relinquished By	Received By	Date / Time
Print Name & Org	Print Name & Org	
Signature	Signature	
Print Name & Org	Print Name & Org	
Signature	Signature	



# Completing your Data Review Request

## Filling out the Form

- 1 Verify you have the most current and correct version of this form.**
  - 1 Refer to the revision date in the lower right corner to verify you have the most recent version of the form.
- 2 Enter all applicable Project Details.**
  - 1 Incomplete or incorrect information may lead to billing errors and delays in completion.
  - 1 **\*Rushed or expedited reviews MUST be approved by a Laboratory Manager prior to sample submission. See details below.**
- 3 Enter all applicable Data Package Details.**
  - 1 Write clearly. Illegible, incomplete or incorrect information may lead to reporting errors and delays in completion.
- 4 Describe the Inorganic / Organic Data Review you would like to request for each Data Package.**
  - 1 Please reach out to our Laboratory Supervisors at (517) 335-9800 to clarify any questions you may have regarding your request.
- 5 Provide the Data Packages to the Laboratory for Review.**
  - 1 Data Packages can be shipped to the Laboratory or delivered in person by appointment only. Appointments can be made by calling the Laboratory at (517) 335-9800 and selecting option 1.
  - 1 Upon package submission, you will be prompted to complete the Chain of Custody portion of the form.
- 6 Data Review Results Reporting.**
  - 1 You should receive your results through the email addresses provided within 15 business days unless the Data Review is requested AND approved to be rushed or expedited.

## Submitting a Rush Request

*Must be State Project Manager and Laboratory Approved*

- 1 Contact our Laboratory Staff to discuss your request.**
  - 1 We can be reached during standard business hours at (517) 335-9800.
- 2 Upon approval, Laboratory Staff will record your request as approved.**
  - 1 Until you receive a confirmation from a Laboratory Manager, your request is NOT approved and may not be rushed or expedited on arrival.
- 3 On your Data Review Request, enter the Approved Turnaround Time (in days) and Approving Manager.**
  - 1 Your turnaround time request will be reviewed upon receipt. Data Packages(s) may not be rushed or expedited without record of pre-approval.

## Rush/Expedited Data Review Surcharges

1 Business Day  
200% Surcharge

2-3 Business Days  
100% Surcharge

4-5 Business Days  
75% Surcharge

6-14 Business Days  
50% Surcharge

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